

MEOW BOARD OF DIRECTORS GENERAL STANDING RULES

1. Items to be included on the agenda from Board members for Board meetings should be sent to the President three weeks prior to the Board meeting. 4-25-09; 9/22/12
2. The President shall send the Agenda for the Board meeting to all Board members two weeks prior to the meeting.
3. Board of Directors shall accept specific responsibility for their term of office in the following areas as assigned or volunteered: AREA GROUPS, MEMBERSHIP, NOMINATING COMMITTEE, ANNUAL SEMINAR, BUDGET COMMITTEE, CAROL CORNFORD MEMORIAL FUND, AUDIT, AND SUNSHINE. 9/22/12

The members of the Board of Directors may report **In Kind Donations** of mileage or expenses (if they wish), in lieu of receiving payment from MEOW. 9/25/10

4. Committee chairmen shall submit budget proposals by Fall meeting for Board approval. Expenses incurred by members in committee work must have Committee chairman approval and included in the report to the Board, then the Treasurer will be make those payments to the individuals. The vouchers will be signed by the Committee chairman and the President. Budget proposals are due by the Fall meeting.
5. Area Group Reps and all members are invited to attend MEOW Board meetings, but this is not mandatory and they would have no voting privileges.
6. Area Group Reps are to submit one annual report by September 15th to MEOW Vice-President giving a brief report on their membership, activities, and Community Service project on form provided (found on the Website). The MEOW members need to support and contribute to Charity's or complete Community Service projects to maintain our non-profit status. Area Reps shall report the community service progress each quarter to your State Director. This allows the Vice-President to complete her final report for the Board of Directors by September 30th. 7/25/09, 1-24-10, 9/22/12
7. A prominent notice should be printed in every Newsletter concerning formation of Area Groups, emphasizing that these need to be organized according to the MEOW By-Laws and Area Group guidelines under the direction of the MEOW Vice-President and should include Vice-President's name, address and telephone number.
8. A newly elected President may after election, select a new Newsletter Editor, Web Mistress, Membership Chairman, Committee Chairs and Seminar Chair (If necessary) but must give the existing Newsletter Editor, Web Mistress, Membership Chairman and the Board of Directors her intention of the change of committee heads. The Newsletter Editor, Web Mistress and Membership Chairman must be capable of using programming in place to complete their assignments. These appointments can only be completed after approval of the voting Board of Directors. A new seminar committee can also be appointed so the above appointments can be announced with the new slate of officers at the General Business Meeting and the regular Board Meeting. Elected Executive Officers and Board of Directors shall assume direction of the MEOW organization on September 1. 9/25/10, 7/28/12, 9-22-12
9. Sunshine Committee:
 - a. The Sunshine Chairman will mail appropriate cards to our members who are ill, deaths in the family, births, weddings, encouragement, congratulations and special events.

- b. Area Groups are encouraged to make and contribute stitched cards and send to the Sunshine Chairman.
 - c. Every member is responsible to notify the Sunshine Chairman of the member who should receive a card. 7/25/09
10. Participate in local sewing related venues with Board approval. 4-25-09
 11. Membership packets including By-Laws and roster are to be sent to new members with their membership card and pin. 4/25/09
 12. Minutes do not have to be read if the President so directs. 1/19/89
 13. The Board minutes are sent to each Board member within one week of the meeting by the Secretary for corrections and approval. 4/20/89
 14. New members do not have to know sewing machine art to join MEOW. 9/10/90
 15. All Board members and Committee Chairmen will up-date their job description (i.e. President, Director, Website, etc.) and will pass it on to their successor. 7/25/09
 16. The Budget/Audit Committee will be divided into two separate committees. 9/19/91
 17. The President should be contacted if any member of the Board is unable to attend a Board meeting. 9/19/91
 18. The Seminar Chairperson and the Expo Coordinator need to make sure that they know where the equipment is being stored and must check to make sure that everything is in order when it is returned to storage. 4-24-10
 19. It will be the Secretary's responsibility to keep the By-Laws and Standing Rules updated. 9/10/92
 20. Directors will be responsible as assigned for Area Groups. 1/28/93
 21. MEOW business may only be conducted on MEOW letterhead. 1/29/05
 23. Board members cannot be on the Audit Committee. 4/8/94
 24. Maintain \$10,000 in savings account for reserve for operating and Seminar expenses. Drawing the account below \$10,000 would require Board approval. 1/13/95
 25. Classified MEOW member ads in the Newsletter are free. 7/25/09
 26. MEOW membership roster is not to be used for personal business, company or retail mailing at any time. The roster is for official MEOW business only and outside use must be approved by the Board of Directors. 7/25/09
 27. Directors are to make sure their Area Group Representatives are current members. And the Area Reps should notify their Director, if they have a question as to whether a member is current or not. The director can then contact the Membership Chair for verification of Status. 7/25/09
 28. Membership dues year changed to September 1 thru August 31 to coincide with the fiscal year. 07/25/09

29. A Seminar Committee will now be assigned by the President to oversee the organizing of any future seminars with approval by the Board of Directors. Quarterly updates will need to be presented to the Board. 9/22/12
30. The Secretaries Minutes and the Treasurers records are to be kept in Perpetuity. The other Executive Officers and Directors are to keep their records for 2 years. 10/26/96

It was also voted and approved in the February 4, 2006 meeting that we are to store the newsletters in Perpetuity. 2/4/06, 9/22/12

31. The membership year ends on August 31 and the annual fee of \$35.00, with an additional fee of \$10.00 for 4 printed newsletters (if you wish to have one sent to you) are due. After that date the membership fee will increase to \$40.00. Those who have not paid by October 1 will be eliminated from the Roster. For any new member joining after April 1, dues will be \$20.00 plus \$5.00 for 2 printed newsletters (May and August) (if they wish) through August 31st of the current year. 9/25/10, 9/22/12
32. In the case of a death of a MEOW member, MEOW will donate \$25.00 to the Carol Cornford Memorial Fund in the deceased name, the family will receive condolences and recognition will be placed in the newsletter. 4/24/10, 9/22/12
33. The Mediation Committee shall be an appointed position by the Board. It will consist of three (3) members: 1 from Oregon, 1 from Washington and 1 honorary member or a member who has been in MEOW for 10 or more years. No member of the committee may be a Board Member.
 - a. The parties in dispute shall meet in person and try to resolve the issue.
 - b. If the dispute cannot be resolved, parties shall meet jointly with the mediation committee.
 - c. The decision of the committee is recommended to the Board and the Board will then act on the recommendation. 1/24/09

34. The Carol Cornford Memorial Fund:

MEOW has established a memorial fund. The fund will be named for Carol Cornford in recognition for her vision and determination in establishing the concept of MEOW, and her continued efforts in the best interests of the organization.

Funding will come each year from the monies received in the Seminar Raffle. The Carol Cornford Memorial Fund will provide a reduction of costs for all attendees of future Seminars.

35. Abandoning Board Elected Office Consequences (when no proper notice is given).
 1. Can never hold office
 2. No Honorary membership

A list will be kept by the membership chairman for future needs.

36. Volunteer Hours – non MEOW: Group Hours
 1. Church volunteer hours if not counted by church
 2. Hospital volunteer hours
 3. Doing demos at fairs, schools, 4H, other groups
 4. Charitable Organizations, Sew Expos
 5. Dollar amounts for purchased supplies (to be placed inside donated items, Haitian Relief Donations, Etc.) can be added to the Community Service Form as we are declaring the monetary amounts donated (not the items themselves).

37. An approved excused absence from a Board meeting:
 1. Notify the President of the absence and reason
 2. Possible reasons for not attending:
 - a. Work
 - b. Illness
 - c. Vacation
 - d. Family Issues
 - e. Conflicting schedule
 - f. Weather
 - g. Death of immediate family member(s)

38. Voting by email: A ballot was sent out to all members, which included a request to vote on MEOW members being able to vote by email as an option. The measure was approved by simple majority of returned ballots

39. Disciplinary procedures:
 1. We should always first make every effort to obtain a satisfactory solution in the matter quietly and informally.
 2. Punishments can be imposed in the following manner:
 - a. under the heading of reprimand
 - b. suspension of membership
 - c. expulsion from MEOW
 3. Cases of conduct subject to disciplinary action are divided into two types:
 - a. offenses occurring in a meeting
 - b. offenses by a member or members outside of a meeting
 4. All persons present at a meeting have an obligation to obey the legitimate orders of the presiding officer. We can also exclude non-members from our meeting by calling for an "Executive Session".
 5. Behavior of any member(s) who shall disturb the organizations well-being, or hamper it in its work; can have disciplinary action taken against them whether the by-laws make mention of it or not.
 6. If there is a debate in the assembly, the presiding member does not have a vote in that debate unless there is a tie.
 7. Appointments can be made by the Chair (President), but the chair must announce the names of the committee members to the assembly, naming the chairman of the committee. Until an announcement is made and the Board of Directors have given approval, the committee cannot act per page 479 of the Robert's Rule of Order, Newly Revised Edition.

Revised: 9/25/10, 7/27/11, 9/22/12